

## EVERYTHING YOU NEED TO KNOW ABOUT THE GALLERY CHANGE-OUT!

YAY--it is time to change out the work currently hanging on the Endeavor Gallery walls so that we can head in to May with "new" art and a fresh look!!

We will be checking out currently hanging pieces and receiving new art on Saturday, May 4<sup>th</sup>, from 9 a.m. till 1 p.m. Come in at your convenience during those hours.)

(If you are unable to make it on the 4<sup>th</sup>, contact Mary Lee ([bears4588@yahoo.com](mailto:bears4588@yahoo.com)) and she will set up an appointment for you).

If you currently have work on the walls in Endeavor--you must collect it during change-out. And hopefully, you will be bringing in new pieces to replace it!! If you have not exhibited with us before--every SPRAC member is welcome and encouraged to participate! Please note that we will be going back to charging a one time "\$25 exhibitor's fee" for hanging your work in this installation. Sales have been good throughout the gallery and gift shop in recent months, and we feel the "exhibitor's fee is warranted—especially as our exhibitors are not expected to serve as docents in the Gallery unless they wish to do so. (Please note that docents and volunteers do NOT pay any exhibitor's fee, as that is their one "perk" for service!) Dues must also be current. (We will have a record of who is current and who is in arrears when you bring in your work if you are uncertain...)

\*\* So that she will have some idea of what to expect--if you are planning to exhibit this time, would you please send her a brief note to let her know. Also, if you have 3D art that will require a pedestal, would you please let her know that!?

### EXHIBIT GUIDELINES:

1. We will be limiting each participating member to no more than three pieces of original art. (Note--this does NOT include gift shop items or prints!) **Do Not bring in giftshop items!**

2. Size matters! We will make every effort to accommodate your artwork; and will hang as many pieces as space allows -- and still maintain a visually pleasing effect for our visitors...

Because of our hanging system, it is very difficult to hang really small pieces, so we have set a minimum size of 12 inches

framed ( either horizontal or vertical measurement... for example-- 9" x 12" framed piece would be acceptable). VERY small pieces may be exhibited in the Gift Shop area if space is available.

The maximum size should generally be 26 inches framed measured either horizontally or vertically. If you have larger pieces that you would like to exhibit, please contact Mary Lee in advance to see if they can be accommodated. It might be that if you have a large work you might be limited to only that one piece instead of three? We will know once we start hanging the exhibit, and if we are unable to fit in all of your pieces we'll contact YOU then...

3. **All "hanging" artwork MUST have wire hangers. Please insure that the wire is securely in place! (There have been a few instances where wires have given way and artwork fallen--thankfully without damage; but let's not take a chance!)**

4. Artists will be expected to sign a Release/Waiver at the time of delivery of artwork. (If you have already signed such a Release/Waiver form with us for prior installations, you will NOT need to sign another one...) **All artwork must be original.**

5. All incoming artwork MUST have the following information attached/taped to the back: Artist's Name, Title, Medium, and Price.

6. Also, please bring a separate list of your artwork to be left with us when you check in. Include Titles, Your name and contact info (phone and email). This REALLY helps with our paperwork!!!

#### MORE GENERAL INFORMATION REGARDING THE MAIN GALLERY

All artwork is expected to remain in the Gallery exhibit until the next change-out--tentatively scheduled for the end of September 2024--unless it is sold. (In the case of a sale, the artist may replace that piece with another of similar size.)

If you absolutely HAVE to remove a piece, please make arrangements with Mary Lee in advance as the docents are not allowed to release artwork without prior notice for everyone's protection!!

Gallery commission on all sales will remain at 20% so that we can continue to pay the rent!!

Whew--so much to think about! If you have questions, please don't hesitate to contact me!! Thank you all, and I hope to see you on the 4<sup>th</sup>.